



# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

ENVIRONMENTAL RESOURCES MANAGEMENT DIVISION

Tel: 305-673-7080, Fax: 305-673-7028

## **Green Building Internship #: SIP - 0121**

### **Eligibility Requirements**

Must be a current student or have graduated with a Bachelor's Degree related to the internship within the past 2 years. Relevant degrees may include civil engineering, environmental science/studies, architecture/design, resource management, public administration or a closely related field. A strong commitment to detail and follow through, the ability to work independently, and a keen interest in environmental issues is necessary for this position.

Candidate must have strong written and verbal communication skills, including computer knowledge of the Office suite of programs.

### **Job Description**

Upon selection, the Intern will work in the City of Miami Beach, Environmental Resources Management Division of Public Works, under the direction of the Environmental Manager, approximately 15-30 hours per week (hours can be adjusted as required). The duration of the internship is 8 weeks.

### **Terms of Employment**

Project Duration: 8-12 weeks  
Start Date: September 2006 – December 2006  
Hours per Week: 15-30  
Pay: This is an unpaid position

### **Responsibilities**

The intern will be responsible for the following tasks:

- ✚ Coordination of contacts with potential Green Business Network members.
- ✚ Research possible sponsors for the Green Business Network.
- ✚ Develop a plan to implement FGBC (Florida Green Building Coalition) standards throughout the City of Miami Beach.
- ✚ Research green building initiatives from other cities and develop a database accordingly.

### **Desired Qualifications**

Although this position requires some prior knowledge, it is considered an entry level position. Bilingual (English/Spanish) is desired but not necessary.

Must have a knowledge of Microsoft Excel, familiarity with ArcView GIS and able to use a GPS.

### **Application Instructions**

Please submit resume, cover letter, and a list of contact information for 2 references. Your cover letter should relate your background to the specific duties and qualifications outlined in the internship description and responsibilities.

Email applications with MS Word attachments are preferred. If you would like to send your application, please either email to ([environment@miamibeachfl.gov](mailto:environment@miamibeachfl.gov)) or send to:

Attn: Environmental Resources Management Division  
City of Miami Beach  
1700 Convention Center Drive  
Miami Beach FL 33139